

Little Traverse Bay Bands of Odawa Indians
Job Posting

Job Title: ANISHINAABEMOWIN DEPARTMENT ASSISTANT
Department: Gijigowi Anishinaabemowin Language Department
Reports to: Language Department Director
Status: Non-Exempt
Salary: \$15.13 - \$20.47 per hour / (\$31,475 - \$42,584) annual
Level: 4
Opens: May 2, 2014
Closes: May 23, 2014

SUMMARY

The Anishinaabemowin Department Assistant will contribute to the development and delivery of quality language preservation and revitalization services. The Department Assistant will work closely with the community and staff to accomplish the goals and objectives of the Gijigowi Language Department in efforts to revitalize the Odawa language.

ESSENTIAL DUTIES AND RESPONSIBILITIES Include:

- Assist with designing curricular materials and creating teaching, learning and classroom resources.
- Create and maintain databases and electronic records management systems.
- Assist with production, reproduction, promotion and distribution of materials.
- Assist with transcribing and translating Anishinaabemowin.
- Assist in teaching participants ranging from preschool, children, teen, adults, elders and families within formal or community settings.
- Assist with performing presentations or workshops.
- Provide office assistance and guidance to language students.
- Assist with audio and video recording and editing.
- Provide clerical support and administrative assistance for Department and staff.
- Document and log data for evaluation and reporting requirements.
- Collaborate with Department staff in planning, development and implementation of community classes, activities and events.
- Utilize technology to research, document and preserve Odawa language.
- Assist with providing information and translation consultations.
- Create, promote and maintain a supportive and nurturing learning environment.
- Appropriately incorporate Anishinaabe culture within program activities.

- Ability to be flexible, to work independently as well as part of a team, willingness to be guided, mentored and trained, attend workshops or conferences as required.
- Maintain cooperative relationships with LTBB departments and enterprises, outside organizations, and other language programs.
- Ability to work flexible schedule to accommodate evening classes and weekend events.
- Other related duties as assigned.

COMPETENCIES

Individual should possess a working knowledge of Anishinaabemowin in speaking, understanding, reading and writing, including literacy using the double-vowel orthography; demonstrate a minimum ability to understand at an advance low to advance high level, and speak at a novice low to novice high level; establish good rapport with elders, youth and community; possess positive and outgoing interpersonal skills; possess high proficiency in computer software including desktop publishing and Access database design, internet media, word processing, spreadsheets, and PowerPoint; possess effective written and oral communication; possess excellent organizational skills, and ability to prioritize and function in a multi-tasked environment. Must be an advanced language learner with an aptitude toward teaching.

EDUCATION AND EXPERIENCE

Associate's Degree plus two (2) years of related experience and two (2) years of Anishinaabemowin training/classes required. Equivalent combination of education, training and experience may be considered.

CERTIFICATES, LICENSES, REGISTRATIONS

Must possess valid driver's license, be insurable, and have reliable transportation at all times.

COMMENTS

Indian preference will apply. Individual must be able to pass a criminal background investigation.